



OFFICE OF THE COUNCIL SECRETARY

All correspondence should be addressed to
The Council Secretary

Civic Centre Mozambique Road
P. O Box, 550023
Email: katetecouncil2013@yahoo.com
Email: kateleomukonde@yahoo.com

Our Ref: KDC/
Your Ref:

Date: 6th August, 2025

The Branch Manager
Zambia National Commercial Bank
Chipata

Dear Sir/Madam,

RE: REQUEST FOR DUMMY CHEQUES FOR EMPOWERMENT GRANTS AND LOANS

Reference is made to the above captioned subject.

We kindly write to request the provision of two dummy cheques, one for **Empowerment Grants** amounting to **K2,491,281.04 (Two Million Four Hundred Ninety-One Thousand Two Hundred Eighty-One Kwacha Four Ngwee only)** and another for **Empowerment Loans** amounting to **K3,736,921.56 (Three Million Seven Hundred Thirty-Six Thousand Nine Hundred Twenty-One Kwacha Fifty-Six Ngwee)** from your esteemed institution. These will be used by Katete Town Council during ceremonial presentations to beneficiaries under the Constituency Development Fund (CDF).

Please note that the dummy cheques will be used strictly for display and public engagement purposes, and will not contain any sensitive financial information.

We would greatly appreciate your timely assistance in this matter and look forward to your favorable response.

Yours faithfully,

Ms. Kate Leo Mukonde
COUNCIL SECRETARY
KATETE TOWN COUNCIL

